


# Reference Point for PowerPoint 2000: New Features

## Displaying All Buttons on a Toolbar

1. Click the **More Buttons** icon. 
2. Select **Add/Remove Buttons**.
3. Select **Customize**.

-or-

Choose **T**ools, **C**ustomize.



4. Choose the **Options** tab if it's not already selected.
5. Deselect **Standard and Formatting toolbars share one row**.
6. Choose **Close**.

## Switch between Short Menu and Entire Menu

1. Choose **T**ools, **C**ustomize.
2. Choose the **Options** tab if it's not already selected.
3. Deselect **Menus show recently used commands first** to display all menu items every time.

-or-

Select **Menus show recently used commands first** to display abbreviated list.

4. Choose **Close**.

## Switching between Open Documents

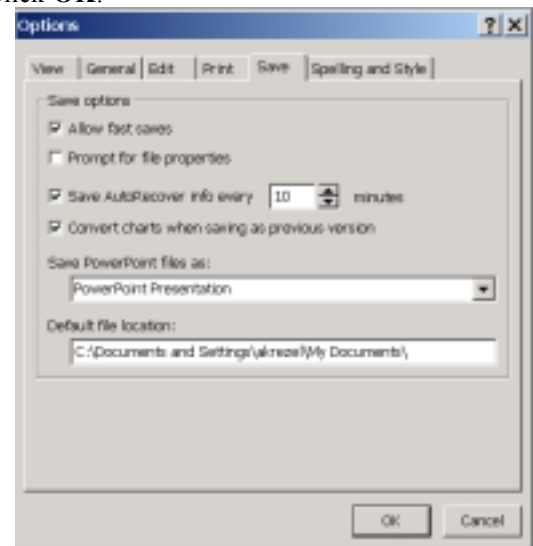
5. Open two or more PowerPoint 2000 files, including Help if desired.
6. Click the appropriate Taskbar button to switch to the desired file.

## Adding Toolbar Buttons


1. Choose **T**ools, **C**ustomize.
2. Choose the **Commands** tab.
3. Select one of the categories from the left panel.
4. Click the button you would like to add in the **Commands** panel.
5. Click and drag the button out to an existing toolbar.
6. Release your mouse button.
7. Click the **Close** button on the **Customize** window.

## Changing the Default Save Location

1. Click **T**ools, **O**ptions.
2. Click the **Save** tab.
3. Click inside the **Default file location** box.
4. Delete the old file path.
5. Type in the new file path.
6. Click **OK**.



## Using the Office Clipboard

1. Select the text or other item to be copied.
2. Choose the **Copy** button. 
3. Copy the second item to the Clipboard.



4. Click on the presentation where the copied text or other item is to be inserted.
5. On the Clipboard, click the icon of the selected item to be pasted.

-or-

Choose **Paste All**.



**Note:** If the **Office Clipboard** does not appear, then:

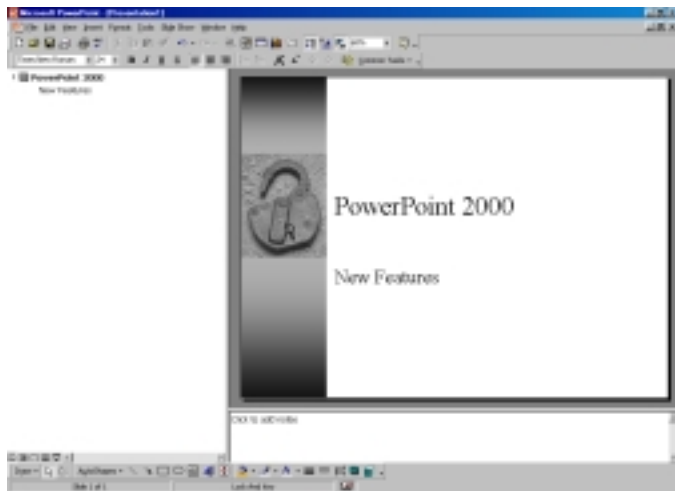
- a. Click the **View** menu.
- b. Select **Toolbars**.
- c. Select **Clipboard**.
- d. Follow steps 1 – 4 from above.

## Reference Point for PowerPoint 2000: New Features

### New Views

#### Normal view

Normal view contains three panes: the outline pane, the slide pane, and the notes pane. These panes let you work on all aspects of your presentation in one place. You can adjust the size of the different panes by dragging the pane borders.

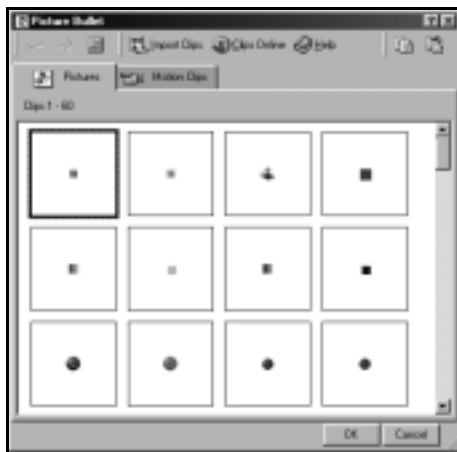


#### To change to the PowerPoint 97 Slide View:

1. Add the **Slide** button to the **View** menu using the instructions from the **Add Toolbar Buttons/Menu Commands** section. (The **Slide** button is located under the **View** Category).
2. Close the **Customize** dialog box.
3. Now click the **Slide View** button.  
-or-  
Skip steps 1- 2 above, and just choose **View, Slide** from the standard menu bar.

### Inserting a Picture Bullet

7. Select the text.
8. Choose **Format, Bullets and Numbering**.
9. Choose the **Bulleted** tab.
10. Choose **Picture**.
11. Choose the **Pictures** tab if it's not already selected.



12. Click the bullet picture style of your choice.
13. Click **OK**.

### Auto Fit Text/Bullets

If you have a few extra lines of text that do not fit in a text placeholder, PowerPoint now automatically resizes the text. Auto Fit works by scaling the line-spacing first and then reducing the size of your text. This also works for bulleted lists.

### Web Page Preview

This feature will launch Netscape and allow you to see how your presentation will look on the Internet, without having to save it in HTML format first.

1. Click on the **File** menu.
2. Select **Web Page Preview**.

**NOTE:** SAVING A POWERPOINT PRESENTATION AS A WEB PAGE WILL CREATE A MAIN PAGE FOR THE FIRST SLIDE, AND PLACE THE REST OF THE SLIDES IN A FOLDER OF THE SAME NAME AS THE FILE.

### Animated GIF Support

1. Display the slide you want to add the animate GIF to.
2. Click **Insert Clip Art** on the **Drawing** toolbar.
3. Click the **Motion Clips** tab.
4. Click the animated GIF picture you want to add to your slide.
5. Click **Insert Clip** on the menu that appears.

#### To preview how the animated GIF picture will appear in the slide show:

Click the **Slide Show** button.


-or-

Click **View, Slide Show**.

### Handout Options

Your handout options have been expanded. Now you can print two, three, four, six, or nine slides on a page in either horizontal or vertical orientation.

### E-Mailing a Document

1. Create or open a document.
2. Click the **File** menu.
3. Select **Send To**.
4. Select **Mail Recipient (as Attachment)**.
5. Once Eudora opens, enter your password.
6. Fill in the header fields.
- e. Click the **Send** button.  **Send**

### SUPPORT

Information Technology Exchanges will be held to show you how to perform the procedures outlined in this handout, or you may call the CTC at 358-1111 to arrange desk-side support. For more information, visit the **CTC's Special Events Web Page** at the following address:

<http://www.hq.nasa.gov/office/codec/codeci/ctc/events.htm>